

1.9  
248920is

UNITED STATES DEPARTMENT OF AGRICULTURE  
DIRECTOR OF EXTENSION WORK  
WASHINGTON, D. C.

LIBRARY  
RECEIVED  
★ NOV 1 1933 ★  
October 27, 1933.

To Extension Directors, Supervisors, and County Agents in the  
Cotton-Producing States:

It has come to my attention that some county agents have been delivering checks where, for various reasons, they were of the opinion that the entire proceeds of the check were not properly payable to the payee. Some of the county agents, in such instances, have been delivering the checks to the payees but requiring said payees to draw their personal checks or obtain postal money orders paying back the excess to the Government.

Under no circumstances should a county agent deliver any checks of the Disbursing Clerk of the Department of Agriculture to a payee where there is doubt as to the proper amount due. If the agent has evidence before him that the amount of the check is more than should be paid, the check should be returned to the Disbursing Clerk of the Department of Agriculture with a full and complete statement of the facts on which the county agent based his conclusions.

If the county agent is sure that the payee is entitled to the full proceeds of a check and the producer has a claim for an additional amount, he may deliver the check as drawn and inform the producer that said check may be cashed without prejudice to his right to submit a claim to the Comptroller of the Agricultural Adjustment Administration for such additional amount.

Where a check has already been released and a refund is necessary, such refund should be in the form of a certified bank check or a postal money order, payable to the Treasurer of the United States, and should be sent to the Comptroller of the Agricultural Adjustment Administration with a full statement of facts.

Yours very truly,

*Charles C. Burton*

Director of Extension Work

Approved:

*George N. Beck*  
Administrator

